

CLAIM AND VOUCHER FOR REIMBURSEMENT OF EXPENSES INCURRED IN THE SALE/OR PURCHASE OF A RESIDENCE-PERMANENT CHANGE OF STATION				VOUCHER NO.		SCHEDULE NO.			
				TRAVEL ORDER NO.					
PART 1				PRIOR VOUCHERS PAID UNDER SAME TRAVEL ORDER					
				DATE		AMOUNT			
PAYEE'S NAME AND MAILING ADDRESS						\$			
						\$			
PART II									
		(AT OLD OFFICIAL STATION)			(AT NEW OFFICIAL STATION)				
OFFICIAL STATION ADDRESS									
TRANSFER DATE	DATE EMPLOYEE NOTIFIED OF IMPENDING TRANSFER	EFFECTIVE DATE OF TRANSFER <i>(per SF-50)</i>	REPORTED FOR DUTY AT NEW STATION						
RESIDENCE ADDRESS									
TYPE OF DWELLING	<input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE	NO. OF UNITS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE	NO. OF UNITS					
SALE AND PURCHASE PRICE AND DATE CLOSED	\$	DATE SALE CLOSED	\$	DATE PURCHASE CLOSED					
PAYEE CERTIFICATION		I hereby certify that the amount claimed represents reimbursement of amounts actually paid by me in connection with the:							
		<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Sale of my former residence, the title of which was in my name (and/or the name of a member of my immediate family) and that it was in fact my residence at the time of my official notification of transfer. </div> <div> <input type="checkbox"/> Purchase of a new home and that title to the property identified above as my new residence is in my name (and/or the name of a member of my immediate family) and that it is my residence at my new official station. </div> </div>							
HAS EMPLOYMENT AGREEMENT BEEN SIGNED? <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE OF PAYEE				DATE			
PART III									
SIGNATURE AND TITLE OF RECOMMENDING OFFICIAL AT OLD OFFICIAL STATION <i>(If Necessary)</i>		I have reviewed the claim with respect to the sale of former residence and find the expenses to be reasonable and customary for the locality where incurred.							
		SIGNATURE				TITLE			
				DATE					
APPROVED <i>(Signature and title of approving officer at new official station)</i>	SIGNATURE		AMOUNT CLAIMED (From Page 2)			DOLLARS		CENTS	
	TITLE								
	DATE								
Certified correct and proper for payment: <div style="display: flex; justify-content: space-between;"> <div>_____ (Date)</div> <div>_____ (Authorized Certifying Officer)</div> </div>			LESS DIFFERENCES:						
			NET AMOUNT ALLOWED:						
			LESS INCOME TAX WITHHELD:						
ACCOUNTING CLASSIFICATION			FEDERAL						
			NET PAYMENT						

**PART IV - SUMMARY OF SALE AND/OR PURCHASE EXPENSES
PERMANENT CHANGE OF STATION**

ITEM AND EXPLANATION		FORMER RESIDENCE	NEW RESIDENCE
1.	BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing residence and payment for multiple listing service, if not included in commission paid to the broker or agent	\$	
2.	ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent	\$	
3.	APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence	\$	
4.	LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plans, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage, discharge recording fees), etc.	\$	\$
5.	MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchaser, however, depending on local custom and practice, the seller may be required to pay some of them.)		
	A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance	\$	
	B. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal	\$	\$
	C. FHA OR VA APPLICATION FEE: The amount paid	\$	\$
	D. CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition or property, when required by mortgagee-lender, FHA or VA	\$	\$
	E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA	\$	\$
	F. MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy)		\$
	G. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title, company, or similar entity for closing a real estate transaction	\$	\$
	H. STATE REVENUE STAMPS: The amount paid	\$	\$
	I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid	\$	\$
6.	OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet) :	\$	\$
IMPORTANT - The following must be submitted to support claim for reimbursement: (1) copy of purchase agreement, sales agreement or other evidence of contract price for property being sold and/or purchased; and (2) property settlement sheets, loan closing statements, invoices, receipts or other accounting evidence to support each item claimed.		TOTALS	\$
		TOTAL CLAIMED	\$ _____

DEPARTMENT OF TRANSPORTATION

**CLAIM AND VOUCHER FOR REIMBURSEMENT OF EXPENSES INCURRED IN THE SALE AND/OR
PURCHASE OF A RESIDENCE-PERMANENT CHANGE OF STATION**

INSTRUCTIONS

1. Form DOT F 1500.6 is to be used for reimbursement of real estate expenses in connection with the sale/or purchase of a residence involving permanent change of station. The form should be submitted promptly after completion of the sale or purchase.
2. Prepare the form in duplicate, completing Parts, I, II, and show amount claimed on Part III of the form, and enter all applicable amounts and totals on reverse side. Check in payment of the claim will be sent to the payee at the address shown in Part I of the form.
3. Attach one complete set of documents required to support claim-sale and/or purchase agreements, settlement sheets, receipted bills and invoices, receipts, etc. These should be photo copies, as they will not be returned. Be sure to sign the payee certification.
4. Submit original and copy of Form DOT F 1500.6 with supporting documentation to the approving officer at the new duty station. Upon approval, send the original and copy to the accounting office for payment. The accounting office will return the copy to the employee with any disallowances indicated thereon.
5. In a sale and/or purchase involving a duplex type or multiple unit structure reimbursement shall be limited to that portion of the expense which related to the one family unit used as the employee's residence.
6. Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the foregoing, no fee, cost, charge, or expense is reimbursable which is determined to be part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.
7. Approving officer must determine that all amounts are reasonable and customary in the locality where the expense was incurred. He will determine whether it is necessary to obtain the signature of an official at the old duty station where the claim is for expenses in connection with the sale of the employee residence. The amount claimed will be reduced if any items is in excess of the amount established as reasonable and customary for that item.
8. The aggregate amount of expenses which may be reimbursed in connection with the sale of the residence at the old official station shall not exceed 10 percent of the actual sale price, or \$5,000 whichever is the smaller amount; and for the purchase of the home at the new official station, the aggregate amount of expenses which may be reimbursed shall not exceed 5 percent of the purchase price, or \$2,500, whichever is the smaller amount.
9. Falsification of an item for reimbursement may result in a forfeiture of the claim (28 U.S.C. 2514) or a fine of not more than \$10,000.00 or imprisonment for not more than 5 years, or both (18 U.S.C. 287; id 1001) .